



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	Administrative Aide
3	Posting Number	PN#: 113250
4	Department	Legal
5	Division	Revenue & Compliance
6	Section	N/A
7	Reporting Location	900 Bagby, 3rd Floor
8	Workdays & Hours	M-F, 8 A.M - 5 P.M*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Performs complex clerical and administrative support work researching files, retrieving and filing documents, preparing and typing records and reports, maintaining files and records, document processing and performing backup duties as needed. Operates office machines including computers, calculators, typewriters, copiers and faxes; answers telephones, takes messages, greets and directs visitors. Performs a variety of typing assignments including correspondence, reports, charts, etc.	
10	<u>WORKING CONDITIONS</u> Performing these duties will involve the ability to make visual observations and differentiating details, adjusting to activities that are critical and demanding; sitting and/or standing for extended periods of time; speaking and writing effectively, solving arithmetic and numerical problems; adjusting to interruptions and changes; dealing with people in tense situations; maintaining high ethical standards, working as a member of the team. May be required to lift up to twenty (20) pounds.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> High School Diploma or GED Certificate	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Two (2) years of clerical or administrative support work experience.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u>	None
14	<u>PREFERENCES</u> Personal computer skills and experience with Windows XP environment, MS Word, Excel, PowerPoint and Outlook.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u>	None However, the Department may administer a skills assessment evaluation
16	<u>SAFETY IMPACT POSITION</u>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div><div>Salary Range – Pay Grade 10</div><div>\$723 - \$882 Biweekly \$18,798 - \$22,932 Annually</div></div>	
18	<u>OPENING DATE</u>	September 20, 2006
19	<u>CLOSING DATE</u>	September 26, 2006
20	<u>APPLICATION PROCEDURES</u> Only original applications, resumes and online submissions are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Level. Our TDD (Telephone Device for the Deaf) phone number is 713-837-9496. For application status inquiries, please call 713-247-2000. All new hire and rehires must pass pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer	